

West Northumberland Girls' Hockey Association
Executive Meeting – Minutes
Cobourg Fire Hall

Date: Tuesday, October 10, 2017

Present: Lynn Marie Brocanier, Sarah LeBlanc, Ian Koellner, Jennifer Ashley, Scott MacDonald, Curtis Hackney, Barb Hackney, Clarey Ellis-Stretch, Ron Samis, Shannon Sheehy, Veronica Marriott

Regrets: Sandi MacDonald-Wangen, Ryan Smith, Greg Brocanier, Tom Cole, Anne Walker, Jason Dalby, Darren Mackey

ACTIONS CARRIED OVER:

Action – The 2017-18 executive will discuss creating a login for people to sign in if they wish to complete a coach evaluation.

Action – Ian will network with the Nighthawks and Cougars re: the potential of running 50/50 draws at Cougar games.

Action – Greg will write and submit an amendment to AGM voting policies. Jen will look for a potential previous submission in previous minutes and via email submission.

Action - Jen to reinsert the constitutional piece to include the team colours required in uniforms.

Action – Scott will inventory what jerseys we have that will be available to be sold and send the information to Ron.

Action – Veronica to send emails to coaches to try to recruit teams for our tournament.:

Action: Greg will explore the PD Day in February as a potential date for the ESSO Fun Day.

Action – Lynn Marie will forward sponsors and logos to Ryan.

MINUTES

By Jen

Moved by: Barb

Seconded by: Scott

Carried

Approval of minutes from September 12, 2017.

TREASURER'S REPORT

By Ian

Moved by: Veronica

Seconded by: Curtis

Carried

See Appendix A for Financial Report.

REGISTRAR'S REPORT

By Jason

No report.

TOURNAMENT REPORT

By Sarah

Moved by: Clarey

Seconded by: Lynn Marie

Carried

8 full divisions. 41 teams. 5 divisions folded.

Monster Mash skate on Sat. night which BP is sponsoring. They are providing food, prizes, & give-aways, and bringing their mascot. There will be a photo booth for Monster Mash.

Some vendors have been booked.

YMCA is providing free passes for all the girls participating.

The schedule is almost done & will be sent out shortly.

Tom will be recruiting and scheduling timekeepers. Action - Tom to email Ian the costs for refs and timekeepers as soon as possible.

FUNDRAISING REPORT

By Shannon

Moved by: Sarah

Seconded by: Ian

Carried

Requests are continuing to come in. There will be three raffles being conducted during the months of Nov. and Dec. Ian reminded Shannon that lottery licences will be required for these raffles and that Ian will be unavailable during the first half on November. Action - Shannon will email the teams conducting raffles, reminding them of lottery licence requirements and of Ian's upcoming unavailability. Clarey reminded Shannon that the Midget AA team had sent in a request for a hockey pool fundraiser and Shannon confirmed it had been approved.

EQUIPMENT REPORT

By Scott

Moved by: Veronica

Seconded by: Shannon

Carried

The divider has been placed in our locker to separate WNGHA from lacrosse.

Scott would like a sign-up book left in the locker where others can sign things out (eg goalie equipment and jerseys).

The Atomic wear – Scott asked if we need all of them. There are 10-12 boxes/sets of atomic jerseys in the lock-up. Action – Everyone will explore what we can do with the excess atom house league jerseys and forward your suggestions on to Scott.

Ladies HL – Some teams are short jerseys. Scott was asking about sponsorships so he can get the appropriate sponsors screened onto the corresponding team jerseys. CPK-grey (entering 2nd year of contract). Teal- Acme Electric (3rd yr). Lion's Centre – Yellow (Lion's Hall donation). Scott discussed some problems he had collecting the deposit and distributing jerseys. He suggested there has to be a better system. Maybe it could be incorporated into registration somehow. Scott will put together a plan and present it at the next meeting.

Sarah will submit the \$3000 receipt from Sommerville's for the goalie equipment grant. She will continue to get the necessary equipment to the goalies in need.

JUNIOR HOUSELEAGUE REPORT

By Barb

Moved by: Curtis

Seconded by: Jen

Carried

There are about 45 girls. One team is atom/bantam/PW but they are all about the same skill level. There are 2 Bantam/Midget split teams. They will be playing Lindsay, Clarington, Keene, & Peterborough. On Nov. 5th, league games will begin. Some girls have volunteered to be goaltenders. They are attending the goalie clinics.

LADIES HOUSELEAGUE REPORT

By Sandi via email

Moved by: Barb

Seconded by: Clarey

Carried

The Monday Women's league is underway. We have played each other once. The competitive league, still having requests for registration, have 59 currently registered. We have had to order 3 more jerseys per competitive team to complete the rosters.

The Rec division have 12 or 13 per team.

We went from 3 goalies at the start to now 9 goalies, with a tenth registered as a spare.

A few issues have arisen. One concerning running time and time keepers. All team reps and referees now know the WNGHA policy so there shouldn't be any more issues.

There is a problem with players in the Rec. Division having advanced skills. Complaints have been made. The plan is to observe a game, meet with team reps, Ron, hopefully Jen, and come to a mutually agreed upon decision.

And my public apology to Ryan. We have changed the schedule 3 times. It is now set. Ryan has helped with it, gone over and above.

Only 3 goalies paid full price. The others have registered as part time but will be playing full time and have paid \$50 each. No one has said anything yet it does not seem correct to me.

Consider adding in the policies...any woman who has played Rep hockey, or anything more than Rec, must play in the competitive division.

All teams MUST have a trainer! Between the 2 teams playing, at least one of the 2 trainers must be present in order for the game to be played. Anyone taking the trainer's course will be reimbursed half of the cost (by the WNGHA).

Sandi asked what to do with the completed game sheets? She was advised to keep them until end of year. We can use them to verify results, if needed, and to analyze players from one year to the next.

DIRECTOR OF COACH and PLAYER DEVELOPMENT REPORT

By Greg via email

Moved by: Lynn Marie

Seconded by: Sarah

Carried

Hockey Canada Skills Day was a huge success!

Most of our Novice and Atom rep program was represented. Going forward I am recommending to Ryan Hurley to have a separate group and skill set for older / more advanced players. Maybe we need to have a separate instructor too.

Development sessions are underway for both skaters and goalie clinics.

Next project is the Canadian Tire First Shift program. Starting to get registrations coming in. We will need to ramp up social media and advertising starting in Nov.

ICE SCHEDULER REPORT

By Darren

Moved by: Ian

Seconded by: Curtis

Carried

The remainder of the schedule is now on our website.

All changes to ice schedule must be cc'd to Darren. HE is the one to make changes to your game schedules. Action - Veronica will follow up with coaches/managers re: all schedule changes must go through Darren.

The 21st of October Jack Burger has a tourney there all day. Any games that weekend must be rescheduled. Ian stated that we have a written contract for the ice on that day at Jack Burger and that they are obligated to provide it to us. Veronica said rescheduling has already been initiated. Action – Darren will check with Jack Burger to ensure the Bantam A team is reimbursed for that ice.

Nov. 7th will be a development night. – moved from Oct. 31st. We are still responsible to pay for the Oct. 31 ice.

Teams have had ice times shortened during practices for rep games from other associations. Scott also mentioned that the Zamboni sometimes comes on the ice when the girls aren't off yet, but the girls can't go on until the Zamboni doors are closed. This poses a safety concern. It has been brought to the attention of arena staff in the past. Ron said to document these issues and to let Darren know when this happens so we can forward a legitimate documented concern to the town, if necessary.

SPONSORSHIP REPORT

By Lynn Marie

Moved by: Barb

Seconded by: Jen

Carried

We have sponsors for all our rep teams, except one. She is still looking for 2 ladies house league sponsors. If anyone has suggestions, please let Lynn Marie know.

REFEREE IN CHIEF

By Tom

Nothing to report

LOWER LAKES REPORT

By Veronica

Scheduling day was a success. Nothing new to report.

OWHA REPORT

By Curtis

Nothing new to report. Game sheets are in. We are still waiting for the rule books. Curtis was unable to attend the meeting due to illness. He will review the minutes and let us know if there is anything pertinent.

COMMUNICATIONS OFFICER REPORT

By Ryan via email

Nothing new to report.

NEW BUSINESS :

1. Jen – The Champions Fund was created by Dairy Farmers of Canada to empower the female athletic community, to provide a resource that can help change the game for Canada's young girls and women athletes. In 2017, the Champions Fund will award \$5,000 grants to 30 deserving female athletes, teams, or organizations, providing the financial support needed to pursue their athletic goals. Jen sent the application on September 17, in Ron's name.
2. Jen asked if anyone had questions regarding the Minutes from coach's meeting and emergency meeting (see Sept. Minutes). No one did.
3. Ian – There is a rumor that the colour and logo for the Wild is changing. Sarah said that she talked to Dave from Sommerville's and he said he was backed up with orders but is fully stocked now.
4. Sarah will spearhead putting a WNGHA float in Cobourg's Santa Claus Parade.

ADJOURNMENT

Moved by: Scott

Seconded by: Clarey

Carried

Next Meeting: Tuesday, November 14, 2017 at 7 pm (Cobourg Fire Hall)

APPENDIX A Financial Report (see next page)

WEST NORTHUMBERLAND WILD GIRLS HOCKEY ASSOCIATION

Bank Reconciliation

September 30, 2017

Balance per bank at September 30th 127,122.66

Less: Outstanding Cheques

Chq Date	Cheque #	Payee	Description	Amount
15-Aug-17	2523	Kelly Watson	50% reimburse of training course	48.03
15-Aug-17	2524	Melissa Comes	50% reimburse of training course	48.03
15-Aug-17	2525	Chantel Lelievre	50% reimburse of training course	48.03
15-Aug-17	2526	Jen Ashley	50% reimburse of training course	48.03
12-Sep-17	2535	Meaghan Catton	2017 Scholarship award winner	100.00
12-Sep-17	2536	Claire Oulahan	2017 Scholarship award winner	100.00
26-Sep-17	2539	OWHA	OWHA Rep Team registrations	3,040.00
26-Sep-17	2540	OWHA	OWHA Rep Team bonds	600.00
29-Sep-17	2541	Scott MacDonald	Reimburse for first aid kits & supplies for house league	148.52
29-Sep-17	2542	Dan Stewart	Goalie clinics (5 sessions @ \$200 each)	1,000.00
29-Sep-17	2543	Josh Rutledge	Refund registration - Laela	475.00
29-Sep-17	2544	Dan Anderson	Refund registration - Ava	475.00
29-Sep-17	2545	Stephanie Gordon	Refund registration - Brooklyn	505.00
29-Sep-17	2546	Cobourg Sr Ladies Hockey Team	Outstanding Sr C rep team refund from 2016/2017 season	1,646.70

(8,282.34)

Add: Outstanding deposits

None outstanding -

Balance per bank at September 30th, once everything clears the bank 118,840.32

Petty cash on hand at September 30th 200.00

Other cash & cheques on hand at Sept 30, 2017 - deposited Oct 10/17) 6,445.00

Cheques Issued in the month of September

Chq Date	Cheque #	Payee	Description	Amount
<i>General Account</i>				
05-Sep-17	2528	Jim Smith	Ladies league refs up to Oct 16, 2017	980.00
11-Sep-17	2529	Top Performance Training	Development costs - 50% of total	6,963.75
11-Sep-17	2530	Jason Dalby	Reimburse for OWHA Rep team registrations & bonds	4,870.00
11-Sep-17	2531	LLFHL	Lower Lakes League Registrations	1,785.00
11-Sep-17	2532	Jim Wright	Refund Registration - Emma Wright	550.00
11-Sep-17	2533	RBC Cup	Agreed upon allocation of 50/50	5,000.00
12-Sep-17	2535	Meaghan Catton	2017 Scholarship award winner	100.00
12-Sep-17	2536	Claire Oulahan	2017 Scholarship award winner	100.00
22-Sep-17	2537	Courtney Nalysnuk	Refund Registration - Novice player	475.00
22-Sep-17	2538	Jenn Poley	Refund Registration - Ladies League player	325.00
26-Sep-17	2539	OWHA	OWHA Rep Team registrations	3,040.00
26-Sep-17	2540	OWHA	OWHA Rep Team bonds	600.00
29-Sep-17	2541	Scott MacDonald	Reimburse for first aid kits & supplies for house league	148.52
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Bank charges	Bank of Montreal	Monthly service fees	
Bank charges	Bank of Montreal	Bank deposit fees	-
Bank charges	Bank of Montreal	Statement fee	

29,038.97

Lottery Account

05-Sep-17	9	WNGHA Main Account	To facilitate payment for RBC Cup monies	5,000.00
05-Sep-17	10	WNGHA Pee wee B	Net lottery proceeds (\$2,480 - \$15 licence)	2,465.00
11-Sep-17	11	Township of Alnwick Haldimand	Lottery Licence - Atom BB	30.00
Bank charges	Bank of Montreal	Bank deposit fees	6.28	
Bank charges	Bank of Montreal	Statement fee	6.00	

36,546.25

Notes: Cheque #2534 was post-dated to October 1st, 2017 for the last half of the Development costs at \$6,900

Have received \$3,420 for jersey deposits that was deposited on Sept 29, 2017

West Northumberland Girls Hockey Association
Income Statement (Cash basis) 05/01/2017 to 09/30/2017

REVENUE

Fee Revenue

Rep Team - Registrations	48,705.00	
Rep Team - Registrations Online	19,250.00	
Rep Team - Late fees	350.00	
Rep Team - Registration Refunds	-550.00	
Total Rep Team Revenue		67,755.00
House League - Registrations	8,998.33	
House League - Registrations Online	6,060.00	
House League - Registration Refunds	-1,930.00	
Total House League Revenue		13,128.33
Ladies League - Registrations	17,705.00	
Ladies League - Registration Online	10,400.00	
Ladies League - Late fees	230.00	
Ladies League - Registration Refund	-325.00	
Total Ladies League Revenue		28,010.00
Seniors League - Registrations	1,710.00	
Seniors League - Registrns Online	855.00	
Total Seniors C League Revenue		2,565.00
Rep Team - Fee for usage		5,000.00
Tryout Fee Revenue - Rep teams		510.35
Serv. Fee Revenue - Registrations		1,215.00
Total Fee Revenue		118,183.68

Sponsorships

Rep Team - Sponsorships		2,000.00
House League - Sponsorships		450.00
Total Sponsorships		2,450.00

Halloween Havoc Tourney Revenue

Halloween Havoc - Registrations	20,300.00	
Halloween Havoc - Total Registered		20,300.00
Halloween Havoc - Sponsorships		500.00
Total Halloween Havoc Tourney Rev		20,800.00

Other Revenue

OWHA - Ins. Recoveries from Refunds	2,120.00	
Total OWHA / LLHFL Revenue		2,120.00

West Northumberland Girls Hockey Association
Income Statement (Cash basis) 05/01/2017 to 09/30/2017

Extra Ice		420.30
Jersey Sales		80.00
Other Miscellaneous Revenue		1,520.00
Total Other Revenue		<u>4,140.30</u>
Lottery Fund		
Lottery Fund - Team Monies Raised	2,480.00	
Lottery Fund - Team Monies Paid	-2,465.00	
Lottery Fund - Team Licences	-45.00	
Lottery Fund - Team Events		-30.00
Lottery Fund - WNGHA Monies Raised	11,519.63	
Lottery Fund - WNGHA Licences	-1,200.00	
Lottery Fund - WNGHA lottery costs	-5,000.00	
Lottery Fund - WNGHA events		5,319.63
Lottery Fund - Bank Charges		-85.99
Lottery Fund		<u>5,203.64</u>
TOTAL REVENUE		<u>150,777.62</u>
EXPENSE		
Ice Costs		
Ice Fees - CCC - Tryouts	7,892.91	
Ice Fees - Cobourg		7,892.91
Ice Fees - Port Hope		280.15
Ice Fees - Refunded to Teams		1,646.70
Total Ice Fees		<u>9,819.76</u>
Referee Fees		
Referee Fees - Ladies		980.00
Total Referee Fees		<u>980.00</u>
Online Registration Fees		
Online Registration - Rep		553.04
Online Registration - Ladies League		302.54
Online Registration - House League		173.60
Online Registration - Miscellaneous		30.00
Online Registration - Senior C		24.82

West Northumberland Girls Hockey Association
Income Statement (Cash basis) 05/01/2017 to 09/30/2017

Total Online Registration Fees		1,084.00
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Halloween Havoc Tournament Costs		
Halloween Havoc - Tournament Fees		600.00
Total Halloween Havoc Tourney Costs		600.00
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Bank Related Costs		
BMO Bank Fees		100.00
Returned cheques (NSF)		607.00
Deposit Contents Fee		56.51
Bank Statement Fees		15.00
Total Bank Related Costs		778.51
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OWHA / LLFHL costs		
OWHA - Provincial Bond	1,800.00	
OWHA - Team Registrn & Insurance	9,345.00	
Total OWHA costs		11,145.00
LLFHL - Registration fees - Rep	1,785.00	
Total LLFHL costs		1,785.00
Total LLFHL / OWHA Costs		12,930.00
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House League Costs		
House League - Equipment		148.52
Total House League Costs		148.52
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Rep Team Costs		
Rep Team - Banquet costs		37.19
Total Rep Team Costs		37.19
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Development Costs		
Development - Rep - All teams		6,963.75
Development - Goalies (All teams)		1,000.00
Total Development Costs		7,963.75
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Board Costs		
Meeting Rooms - AGM		67.80
Total Board Costs		67.80
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West Northumberland Girls Hockey Association
Income Statement (Cash basis) 05/01/2017 to 09/30/2017

Coach Training	
Training - Trainer Course Reimb.	192.12
Total Coach Training	<u>192.12</u>
Other Costs	
Advertising Costs	234.48
Website costs	904.00
Fundraising Costs	527.90
Scholarship awards	200.00
Total Other Costs	<u>1,866.38</u>
TOTAL EXPENSE	<u>36,468.03</u>
NET INCOME	<u><u>114,309.59</u></u>

